

<u>Division of Rural Services</u> PURCHASE ORDER REQUEST/CHANGE FORM

Please check one of the following to indicate if you would like a purchase order for a new contractor/vendor, or need to change an existing purchase order:	
Purchase Order Request or OR (New Contractor/Vendor)	CHANGE NOTICE REQUEST (Existing Purchase Order)
Service Area:	
Contractor//endor-	
Contractor/Vendor:	
Purpose:	
Total Amount of this Purchase Order/Change Notice	\$
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Commissioner Signature	Date
Rural Services will review the request, obtain proof of insurance, business license and/or Contractor's license from Contractor, then process the Purchase Order.	
Work can begin AFTER Contractor receives Purchase Order	
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Submit form to FNSB Rural Services Division:	
Deliver: 520 5 th Ave., First Floor, Suite D	
Mail: PO Box 71267, Fairbanks, AK 99707	
Fax: 907-459-1499	
Email: ruralservices@fnsb.us	
	date received

(office use only)